**Knowledge Assessment Basic Editing Lesson 2**

**True/False**

**Circle T if the statement is true or F if the statement is false.**

**T F 1.** The New Window command launches a new window that contains the current document.

**T F 2.** By selecting text, the user has the ability to change the font and font size,bolding, and deleting text.

**T F 3.** Full Screen Reading view displays the document as it will look when printed.

**T F 4.** The Zoom slider is located in the View menu.

**T F 5.** The Synchronous Scrolling button is used when viewing documents side by side.

**T F 6.** The Switch Windows command allows you to toggle between documents.

**T F 7.** Double-clicking a word in a document will select the word.

**T F 8.** When you key text in the search box while in the Navigation Pane, Word highlights this text by bolding the results in the document.

**T F 9.** The Arrange All command places all open documents in a separate window on the screen.

**T F 10.** You can use the Navigation Pane to search for words or phrases in a document.

**Multiple Choice**

**Select the best response for the following statements.**

1. Which Word feature enables you to select multiple pieces of text that are not next to

each other?

a. Multi-selection feature

b. Multi-task feature

c. Multi-select all text feature

d. Ctrl+A feature

2. \_\_\_\_\_\_\_\_\_\_ are reduced-size versions of images.

a. Thumbdrives

b. Thumb documents

c. Thumbnails

d. Preview panes

3. The Split command will split a document:

a. vertically.

b. in a new window.

c. side by side.

d. horizontally.

4. In what view is Synchronous Scrolling active?

a. Split

b. Arrange All

c. New Window

d. View Side by Side

5. When Heading Styles have been applied to a document, the user has the option to

navigate through the document using which tab on the Navigation Pane?

a. Browse the headings

b. Browse the pages

c. Browse the results from your current search

d. None of the above

6. Commands for replacing text with formatted text are located in the:

a. Find and Replace dialog box.

b. Advanced Options in the Navigation Pane.

c. dialog box that opens when you press Ctrl+H.

d. All of the above

7. The keyboard shortcut for finding text is:

a. Ctrl+H.

b. Ctrl+F.

c. Ctrl+G.

d. Ctrl+5.

8. The Replace command can be opened using:

a. the Find and Replace dialog box.

b. Ctrl+H.

c. Advanced Options in the Navigation Pane.

d. All of the above

9. Which wildcard would you use to fi nd a single character?

a. ?

b. \*

c. \*\*

d. ??

10. The Go To command allows you to navigate by page, text, graphics, equations, or

tables by initiating the:

a. Select Browse Object command.

b. F5 shortcut key.

c. Find and Replace dialog box.

d. All of the above.